

Using Documents Protected as “Forms”

Most of the DFA documents posted on the inter/intranet are protected as “forms” with text boxes to enter the information. Use the tabs keys to navigate the form. The shading disappears when the form is printed.

GRANT-SUMMARY¶

¶ Completed Grant Summaries are made available to the public on the State Water Resources Control Board's (SWRCB) website at: <http://www.waterboards.ca.gov/funding/grantinfo.html>¶

¶ Use the tab and arrow keys to move through the form. If field is not applicable, please put N/A in field.¶

¶ **Date filled out:**.....¶

Grant Information: **Please use complete phrases/sentences. Fields will expand as you type.
1.→ Grant Agreement Number:.....
2.→ Project Title:.....
3.→ Project Purpose -- Problem Being Addressed:.....

How do I remove the shading from the text boxes?

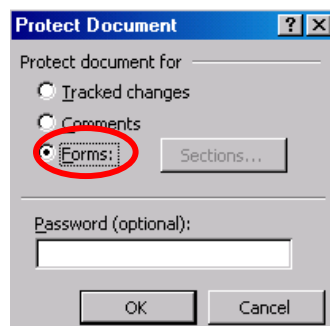
The form was designed with shaded text boxes because it is easier to see where you need to enter information. The information entered into a shaded text box remains shaded. If you want to turn the shading off click “View” on the menu bar, then “Toolbars,” then select the “Forms” toolbar. Click on the “a” icon to turn the shading on and off.



How do I make changes to the protected form?

To edit or change information on the protected form/template (outside of the text boxes) you must “unprotect” the document. To unprotect the document click “Tools” on the menu bar, then “Unprotect Document.” You can no longer type in the text boxes when the document is unprotected.

To “protect” the document as a form again, from the menu bar select “Tools” then “Protect Document” then click on the forms button to turn the protection back on.



WARNING: If you need to edit the document (outside of the text boxes) you can either:

- Unprotect the document, make the changes, then protect the document again so can enter information in the text boxes; or
- Enter information in ALL of the text boxes, then unprotect the document and make changes. If you choose this method, DO NOT PROTECT THE DOCUMENT AGAIN. **If you protect again, after entering information into text boxes, all information you entered will disappear.**